

Background Check Procedures

- **Required** for any volunteer in one or more of the following scenarios:
 - Individuals who volunteer for more than 120 calendar days in a year
 - Positions that require wearing the Corps volunteer clothing/name tag who work independently of Corps personnel
 - Positions that require access to government files and records
 - Positions that require the collection or handling of fees
 - Positions that require access to a Corps networked computer

- May be conducted, but **not required** for any of the following:
 - Individuals who volunteer for one-time events
 - Individuals who volunteer for less than 120 days and who do not meet any of the scenarios as described above
 - Volunteers who only work in proximity and direct supervision by a Corps employee



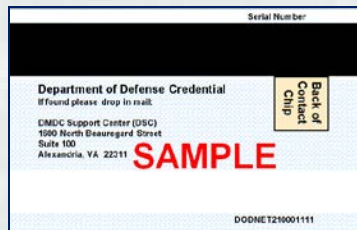
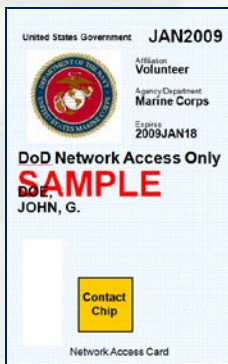
Background Check Procedures

- Volunteer Coordinators shall work with their District Security Office to obtain background checks and ensure proper procedures are followed.
 - Districts with procedures in place (on NRM Gateway): LRN, LRP, NAD, NWP, NWS, SAJ, SAW, SWL, SWT
- Background checks shall be paid for out of project operating funds or District Security Office funds (if available).
- All information received as a result of a background check will be held in confidence and handled according to Privacy Act regulation. Required components include, at a minimum:
 - Social security verification
 - Address trace
 - State or county criminal history
 - Sex offender registry to search all 50 states for known sex offenders



Computer Access for Volunteers

- Volunteers requiring government computer access connected to Department of Defense (DOD) networks must be issued a Volunteer Logical Access Credential (VOLAC) card.
- There is no cost for the VOLAC card, but there may be a cost associated with obtaining the required fingerprints during the background check process.



- Volunteers who only use stand alone government computers that are not connected to a DoD network do not require a VOLAC



VOLAC Requirements

- Volunteers must meet the following requirements to obtain a VOLAC:
 - Require frequent access to a DoD network to perform their duties.
 - Be a U.S. citizen
 - Be registered in the Defense Enrollment Eligibility Reporting System (DEERS) through the Trusted Associate Sponsorship System (TASS)
 - Receive a favorable National Agency Check with Inquiries (NACI) and a favorable FBI National Criminal History Check (fingerprint check).
 - Be eligible for a DoD sponsored unclassified network account in Army Knowledge Online (AKO)
 - Agree to be photographed and have fingerprints taken and stored in the volunteer's DEERS record.



VOLAC Procedures

- Work with CPAC or the Security Office (SO) in requesting support from the Personnel Security Investigation - Center of Excellence. Fingerprints may be obtained by the SO or by local law enforcement officials on the SF-87 and submitted to the SO.
- District offices must establish a TASS VOLAC program infrastructure by completing the following steps:
 - Submit a request for approval on DD Form 2875 to Meredith Walters, the HQUSACE TASS Service POC to establish a Trusted Agent Security Manager (TASM) in the District Office and a TASS Site ID for the District.
 - The TASM will need to complete six online training courses to become certified. (Training takes approx. 6 hours and must be renewed annually.)
 - Once approved, the TASM may appoint Trusted Agents (TA) for each of the project offices within the District. The TAs will need to complete three online training courses to become certified. (Approx. 4 hours)



VOLAC Procedures

- Once a District has the program set up, the following procedures must be followed to issue VOLAC cards to eligible volunteers:
 - The project volunteer coordinator (sponsor) will submit a request for a VOLAC card to a Trusted Agent (TA), which will typically be the Operations Project Manager or Natural Resource Manager at the project, or District Volunteer Coordinator.
 - The volunteer must complete an PSIP Release of Information Form NACI questionnaire, OF-306 Declaration of Employment, have fingerprints done, and complete an SF-85 via a PSIP request. (This can take 4+ weeks, so act early!)
 - The TA will review the request, create a volunteer record in TASS, and notify the volunteer coordinator to complete the request in TASS. (10 min)



VOLAC Procedures

- The volunteer sponsor or volunteer will complete the application and return it to the TA for verification and approval in TASS.
- The volunteer will be notified to report to the servicing DEERS/RAPIDS ID Card issuance facility for VOLAC issuance.
- Volunteer Access Cards can be issued for a maximum of 3 years, but must be re-verified every 180 days by the TA or the card will be revoked. The eligibility expiration date should be set for the duration of the expected length of service.
- VOLAC cards must be returned to a RAPIDS ID Card issuance facility for disposition, and access revoked in the TASS system when the volunteer completes their service.

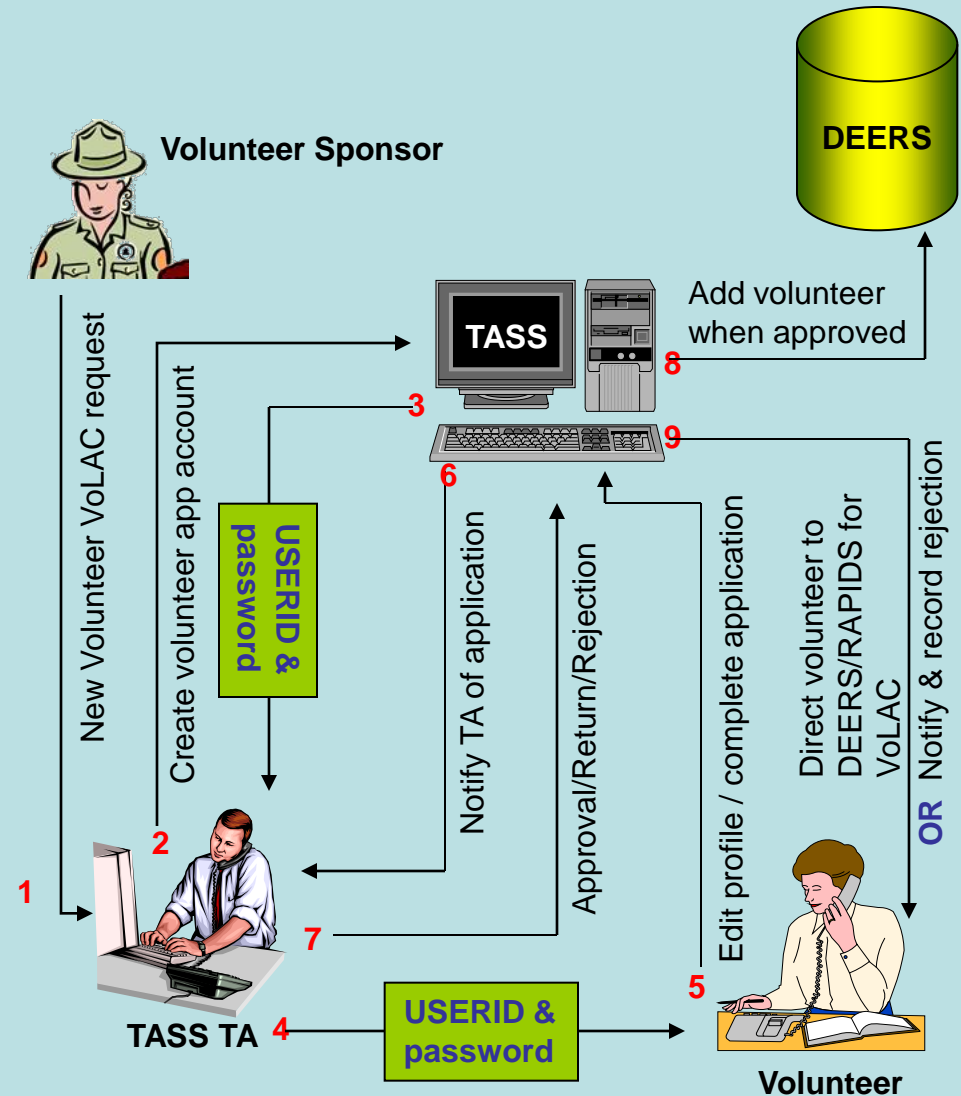


VOLAC Responsibilities

Roles	Responsibilities
HQUSACE VOLAC/TASS Service POC	<ul style="list-style-type: none">• Receive, process, and approve requests for TASS Site IDs and Trusted Agent Security Manager (TASM) appointments.
VOLAC Trusted Agent Security Managers (TASM)	<ul style="list-style-type: none">• Register Trusted Agents (TA)• Transfer volunteer sponsorship between TAs• Remove TAs
VOLAC Trusted Agents (TA)	<ul style="list-style-type: none">• Create new VOLAC account in TASS• Approve, reject, or return VOLAC application• Re-verify VOLAC requirement
Volunteer Sponsors	<ul style="list-style-type: none">• Determine the validity of a request for a VOLAC.• Obtain verification of a favorable NACI and favorable FBI (finger print check) background check.• Ensure that the VOLAC is retrieved and the TA is notified whenever a VOLAC is no longer required.
Volunteer	<ul style="list-style-type: none">• Obtain VOLAC at DEERS/RAPIDS ID Card facility when approved.• Return VOLAC to vol. sponsor upon termination

VOLAC Process Flow Chart

1. Volunteer Sponsor notifies TASS TA of new volunteer requirement
2. TA creates new account
3. TASS generates USERID and initial login password
4. TA passes USERID and initial login password to Volunteer or Volunteer Sponsor
5. Volunteer or Volunteer Sponsor completes application / submits to TA
6. TA receives / reviews application & verifies background vetting
7. TA:
 - Accepts application (or)
 - Returns application for corrections (or)
 - Rejects application
8. DEERS Updated
9. Volunteer / Volunteer Sponsor notified of approval. Volunteer goes to DEERS/RAPIDS facility for VOLAC card



DD Form 2875: System Authorization Access Request (To obtain access to Trusted Associate Sponsorship System)

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		
PRIVACY ACT STATEMENT		
AUTHORITY:	Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.	
PRINCIPAL PURPOSE:	To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.	
ROUTINE USES:	None.	
DISCLOSURE:	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.	
TYPE OF REQUEST		DATE (YYYYMMDD)
<input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)
PART I (To be completed by Requestor)		
1. NAME (Last, First, Middle Initial)	2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)		
11. USER SIGNATURE	12. DATE (YYYYMMDD)	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)		
13. JUSTIFICATION FOR ACCESS		
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>	16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE (YYYYMMDD)

Volunteer Program Forms

Standard Form 87: Federal Employee and Military Fingerprint Card (Used for background checks for VOLAC card)

SF-87

Federal Employee and Military Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.

SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME MIDDLE INITIAL						FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED 2				O R I		USOPMOOZ - FIPC BOYERS, PA 1							
RESIDENCE OF PERSON FINGERPRINTED				SERIAL NO. (OPM USE ONLY) <u>OCA</u>						DATE OF BIRTH <u>DOB</u> MONTH <u>12</u> DAY YEAR			
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS 3		ALIASES <u>AKA</u>		SEX 5	RACE 6	HGT. 7	WGT. 8	EYES 9	HAIR 10	PLACE OF BIRTH <u>POB</u> 11	
TITLE AND ADDRESS				SCARS, MARKS, AND TATTOOS		LEAVE BLANK							
POSITION TO WHICH APPOINTED				FBI NO. <u>FBI</u>		CLASS _____							
DEPARTMENT, BUREAU, AND DUTY STATION (CITY AND STATE)				SOCIAL SECURITY NO. <u>SOC</u> 4		REF. _____							

1. NAM

Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.

7. HGT

Must include three numeric characters. Enter applicant's height in feet and inches. Do not use "or".

Example:

for 5' 11" enter 511

10. HAIR

Must include three letter code:

Color

Bald

Black

Code

BAL

BLK

Volunteer Program Forms

Standard Form 85: Questionnaire for Non-Sensitive Positions

Standard Form 85
Revised September 1995
U.S. Office of Personnel Management
5 CFR Parts 731 and 736

Form approved:
OMB No. 3206-0005
NSN 7540-00-634-4035
85-111

Questionnaire for Non-Sensitive Positions

Follow instructions fully or we cannot process your form. Be sure to sign and date the certification statement on Page 5 and the release on Page 6. If you have any questions, call the office that gave you the form.

Purpose of this Form

The U.S. Government conducts background investigations to establish that applicants or incumbents either employed by the Government or working for the Government under contract, are suitable for the job. Information from this form is used primarily as the basis for this investigation. Complete this form only after a conditional offer of employment has been made.

Giving us the information we ask for is voluntary. However, we may not be able to complete your investigation, or complete it in a timely manner, if you don't give us each item of information we request. This may affect your placement or employment prospects.

Authority to Request this Information

The U.S. Government is authorized to ask for this information under Executive Order 10577, sections 3301 and 3302 of title 5, U.S. Code; and parts 5, 731, and 736 of Title 5, Code of Federal Regulations.

Your Social Security Number is needed to keep records accurate, because other people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

2. Type or legibly print your answers in black ink (if your form is not legible, it will not be accepted). You may also be asked to submit your form in an approved electronic format.

3. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form (for example, enter "None" or "N/A"). If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by marking "APPROX." or "EST."

4. Any changes that you make to this form after you sign it must be initialed and dated by you. Under certain limited circumstances, agencies may modify the form consistent with your intent.

5. You must use the State codes (abbreviations) listed on the back of this page when you fill out this form. Do not abbreviate the names of cities or foreign countries.

6. The 5-digit postal ZIP codes are needed to speed the processing of your investigation. The office that provided the form will assist you in

Volunteer Program Forms

OPM 306: Declaration for Federal Employment

Declaration for Federal Employment

Form Approved
OMB No. 3208-0182

GENERAL INFORMATION

1. FULL NAME (First, middle, last)



2. SOCIAL SECURITY NUMBER



3. PLACE OF BIRTH (Include city and state or country)



4. DATE OF BIRTH (MM/DD/YYYY)



5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc)



6. PHONE NUMBERS (Include area codes)

Day



Night



Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Are you a male born after December 31, 1959?

☐

YES

☐

NO

If "NO" skip 7b and 7c. If "YES" go to 7b.

7b. Have you registered with the Selective Service System?

☐

YES

☐

NO

If "NO" go to 7c.

7c. If "NO," describe your reason(s) in item #16.

Military Service

8. Have you ever served in the United States military?

☐

YES Provide information below

☐

NO

If you answered "YES," list the branch, dates, and type of discharge for all active duty.

If your only active duty was training in the Reserves or National Guard, answer "NO."

Branch	From MM/DD/YYYY	To MM/DD/YYYY	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic

Resources: TASS Applicant and TA User Guides

<http://www.corpslakes.us/volunteer/>



Defense Manpower Data Center (DMDC)

**Trusted Associate Sponsorship System
(TASS)**

**Trusted Agent User Guide
(TASS TASM/TA User Guide)**

Version 4.00
March 2013

Prepared by:
The Defense Manpower Data Center



Defense Manpower Data Center (DMDC)

**Trusted Associate Sponsorship System
(TASS)**

Applicant User Guide

Version 4.00
March 2013

Prepared by:
Defense Manpower Data Center